

Book Purchase Recommendation Form

UMBC's Web Order System

Presented by:

Michelle Flinchbaugh, Acquisitions Librarian Robin Moskal, Collection Management Librarian

Public Web Interface

Book Purchase Recommendation Form

All forms will be forwarded to the appropriate library liaison and then Collection Management for consideration. This form is for UMBC affiliates only.

Please include as much information as possible! Insufficient data may delay processing of request!

* = Required field. You must fill in all required fields.

Selectors login here

Priority of this order				
O Rush	Usually arrives within a month	Use this for items <i>you need in 1-2 months</i> Rush requested materials are always placed on Hold. (See <i>Hold</i> below.)		
O Priority	Usually arrives within 3 months	Use this for items you need in 3-6 months		
Collection Building Arrival times vary		Use this for quality items for the library collection		
*Name:				
*E-mail:				
Please input a valid UMBC e-mail address.				
Order for UMBC even if owned by another USM Library? • Yes • O No				
*Title:				
Author (last, first):				

Public Book Purchase Recommendation Form— Submitting Requests

- •Order priority
- •Name
- •E-mail
- •Bibliographic Information
 - Title
 - •Author
 - •Format
 - •ISBN
 - •Price
 - Publisher
 - •Year
 - •Edition—Is any available additional acceptable?
 - Volume
 - •Series
- •Department
- •Hold
- •Copies
- Remarks

			UMBC links: A-Z Index myUMBC	Calendar Computing Directory Maps		
VERSITY I	N MARYLAND					
	Albin O		Callent	Site Index Library Site Search		
THE OWNER	Albin U.	Kunn Library &	Gallery	Go		
TILL TIM	Wednesday, A	ugust 27, 2008: 8:00 a.m	12:00 Midnight	C Ask d Librarian		
Journals	Books & More Research	Help Library Services Fac	ulty Services News & Events	About the Library		
	Book Purchase R	ecommendation Form				
	All forms will be forwarded to	o the appropriate library liaison and	then Collection Management for	consideration.		
esting	This form is for UMBC affilia	ates only.	data may dalay processing of rea	weat		
	* = Required field. You must	fill in all required fields.	data may delay processing of req	0686		
	Selectors login here					
es	Priority of this order					
/e for	ORush	Usually arrives within a	Use this for items you need i	n 1-2 months		
	- Rush	month	Rush requested materials ar Hold below.)	e always placed on Hold. (See		
	C Priority	Usually arrives within 3 months	Use this for items you need i	n 3-6 months		
	Collection Building	Arrival times vary	Use this for quality items for t	he library collection		
	*Name:					
	*E-mail: Please input a valid					
	UMBC e-mail address.	Order for LIMPC even if ev	mod by apother LICM Library?			
	Order for UMBC even if owned by another USM Library? € Yes C No					
	*Title:					
	Author (last, first):					
	"Format: BookHardcopy or E-book					
	Price:					
	Place:					
	Publisher:					
	Year:					
	Edition:	Is any available edition acceptable?				
		© Yes				
		C Latest only				
	Volume:					
	Series:					
	*Department Accounting/Finance Africana Studies					
		Ancient Studies Athletics		-		
	Hold?	O Yes ⊙ No If "Yes," this material will be held is processed. (You will automaticali requested materials are always o	for you at the Circulation desk for ly be notified when the material is laced on Hold	two weeks, after being a placed on Hold). Rush		
	Copies: 1 The library normally does not order more than one copy of a book.					
	REMARKS:					
	Send Request Now	Clear				
	Please include as much inf * = Required field. You must	ormation as possible! Insufficient fill in all required fields.	data may delay processing of req	uest!		
		Kuhn Library & Galleon Libiuartiti	f Maryland, Baltimore County 1007	Hillton Circle , Baltimore MD 21250		
	Abin O		(410) 455-2232 . Questions a	ast modified: July 25, 2008 15:14:32		

Liaisons/Selector's Interface

Sea

MyUMBC Login

myUMBC WebAuth

The web resource you are accessing requires authentication. Please enter your Username and Password in the spaces provided.

	Name: flinchba
	Password: ******
	Login Clear
You can usernan	enter your full name (e.g. John Smith), your MyUMBC 1e (jsmith1) or your UMBC CampusID (YT38237).
If you h accounts	ave not registered for a MyUMBC Account, please visit umbc.edu!

Liaison/Selector's Functions

- •Comprehensive view of all their funds
- •Free balances for each fund
- •New requests displayed in red
- •Ability to view requests with any status and requests from past two fiscal years.
- •Ability to place a pre-approved order.

Order Statuses

- •All manually input order begin as "New"
- •Orders may be "Approved", "Rejected", or "Held for Review"
- •Once received and printed in Acquisitions, orders are "Cleared in Acquisitions"

AOK Library Book Request Approval

View Requests: New Held For Review Approved Cleared in Acquisitions Rejected FY 2007 Cleared FY 2007 Rejected FY 2008 Cleared FY 2008 Rejected Other Options: Place An Order Logout

Your department(s):

- Economics (Available funds: \$7165.58 as of: 2008-08-20)
- Engineering (Available funds: \$4075 as of: 2008-08-20)
- <u>History</u> (Available funds: \$26320.2 as of: 2008-08-20) 10 Requests.
- Judaic Studies (Available funds: \$830 as of: 2008-08-20)
- Mathematics and Statistics (Available funds: \$4629.98 as of: 2008-08-20)
- Psychology (Available funds: \$9596 as of: 2008-08-20)
- Reference (Available funds: \$23351.69 as of: 2008-08-20)
- Reserves (Available funds: \$ as of: 2008-08-20)
- Rothstein Fund (Available funds: \$ as of: 2008-06-18)
- Sound Reinforcement (Available funds: \$ as of: 2008-06-18)
- Test (Available funds: \$ as of: 2008-06-18)

112-4		
HISTORY	Approve dept 18 - History	[Back to top]
Order #	453100937	
Date Requested	2008-08-24 12:26:34	

New requests are reviewed in mass on a single web page, with a status selected for each

When finished reviewing new orders, they're processed by clicking "Submit Requests"

	453101000
Date Requested	2008-08-27 10:00:42
Title:	The Poscolonial Middle Ages
Volume:	
Edition:	
Any Edition OK?:	Yes
Year:	
Author:	Cohen, Jeffery Jerome
Format:	BookHardcopy only
Publisher:	
Place:	
Price:	
Series:	
Copies:	1
Requested By:	Terry Bouton
Requesters E-mail:	bouton@umbc.edu
For Department:	
Priority Level:	Collection Building
Remarks:	
Disposition:	
Disposition Notes:	
	[No Action •] [Hold For Review •] [Approve •] [Reject •]
Order #	453101013
Date Requested	2008-08-27 10:23:53
Title:	Food: The History of Laste
Volume.	
Edition:	Ver
Edition: Any Edition OK?:	Yes
Edition: Any Edition OK?: Year:	Yes
Edition: Any Edition OK?: Year: Author: Format	Yes Freedman, Paul
Edition: Any Edition OK?: Year: Author: Format: Publisher:	Yes Freedman, Paul Book-Hardcopy only
Edition: Any Edition OK?: Year: Author: Format: Publisher: Place:	Yes Freedman, Paul Book-Hardcopy only
Edition: Any Edition OK?: Year: Author: Format: Publisher: Place: Price:	Yes Freedman, Paul Book-Hardcopy only
Edition: Edition: Year: Author: Format: Publisher: Place: Price: Series:	Yes Freedman, Paul Book-Hardcopy only
Edition: Any Edition OK?: Year: Author: Format: Publisher: Place: Price: Series: Coojes:	Yes Freedman, Paul Book-Hardcopy only
Volume. Edition: Any Edition OK?: Year: Author: Format: Publisher: Place: Price: Series: Copies: Requested By:	Yes Freedman, Paul Book-Hardcopy only 1 Terry Bouton
Volume. Edition: Any Edition OK?: Year: Author: Format Publisher: Place: Price: Series: Copies: Requested By: Requesters E-mail	Yes Freedman, Paul Book-Hardcopy only 1 Terry Bouton bouton@umbc.edu
Colline. Edition: Any Edition OK?: Year: Author: Pormat Publisher: Place: Price: Series: Copies: Requester By: Requesters E-mail: For Department	Yes Freedman, Paul Book-Hardcopy only 1 Terry Bouton bouton@umbc.edu
Colline: Edition: Any Edition OK?: Year: Author: Format Publisher: Place: Price: Series: Copies: Requested By: Requesters E-mail: For Department:	Yes Freedman, Paul Book-Hardcopy only 1 Terry Bouton bouton@umbc.edu Collection Building
Colition: Any Edition OK?: Year: Author: Format: Publisher: Place: Price: Series: Copies: Requested By: Requested By: Requesters E-mail: For Department: Priority Level: Remarks:	Yes Freedman, Paul Book-Hardcopy only 1 Terry Bouton bouton@umbc.edu Collection Building
Edition: Any Edition OK?: Year: Author: Format Publisher: Place: Price: Series: Copies: Requested By: Requesters E-mail: For Department: Priortly Level: Remarks: Disposition:	Yes Freedman, Paul Book-Hardcopy only 1 Terry Bouton bouton@umbc.edu Collection Building
Collion: Any Edition OK?: Year: Author: Pormat Publisher: Place: Price: Series: Copies: Requested By: Requesters E-mail: Pro Department: Priority Level: Remarks: Disposition: Disposition Notes:	Yes Freedman, Paul Book-Hardcopy only 1 Terry Bouton bouton@umbc.edu Collection Building

Submit Requests

- From the edit screen they can:
 - Edit without taking any action on the order status
 - Edit then approve the requests
 - Clear the request entirely

Editing Order 453101013

-		
O Rush	Usually arrives within a month	Use this for items you need in 1-2 months Rush requested materials are always placed on Hold. (See Hold below.)
O Priority	Usually arrives within 3 months	Use this for items you need in 3-6 months
Collection Building	Arrival times vary	Use this for quality items for the library collection
*Name:	Terry Bouton	
*E-mail: E	bouton@umbc.edu	
	Order for UMBC e	ven if owned by another USM Library?
		O Yes O No
*Title: F	Food: The History of Taste]
Author (last,	Freedman, Paul	7
*Eormat	Peels-Hardsony only	-
ISBN:	Book-Hardcopy only	
Price:		
Place:		
Publisher:		
Vear		
Edition:		
Lanton. Is	s any available edition acceptable?	
	• Yes	
	O No	
_	C Latest only	
Volume:		
Series:		
*Department:	Sound Reinforcement Reserves Rothstein Fund Test Engineering	
Hold? ^{//} a F	O Yes [●] No f "Yes," this material will be held for yo utomatically be notified when the ma fold.	u at the Circulation desk for two weeks, after being processed. (You will sterial is placed on Hold). Rush requested materials are always placed o
Notify? //	○ Yes ⊙ No f "Yes," you will be notified when this n blaced on Hold. (Liaisons, you will aut e	naterial has been received and processed in the library, but it will not be omatically be notified for all your departmental purchases.)
Copies:	1 The library normally does not or	der more than one copy of a book.
EMARKS:		

Submitting Pre-Approved Orders

Name and e-mail are already filled in

*E-mail: flinchba@umbc.edu

Department selection is limited to those they have authority for

*Department:

Economics Engineering History Judaic Studies Mathematics and Statistics

Otherwise this form is exactly like the form used by the public

Priority of this (Priority of this order					
O <mark>Rush</mark>	Usually arrives within a month	Use this for items <i>you need in 1-2 months</i> Rush requested materials are always placed or below.)				
O Priority	Usually arrives within 3 months	Use this for items you need in 3-6 months				
Ollection Building	Arrival times vary	Use this for quality items for the library collection				
*Name:	Michelle Flinchbaugh	elle Flinchbaugh				
*E-mail:	flinchba@umbc.edu					
	Order for UMBC even if owned by another USM Library?					
	⊙ Yes O No					
*Title:						
Author (last.		1				

Finding Information

View Requests:

New Held For R	eview Approved	Cleared in Acquisitions	Rejected
FY 2007 Cleared	FY 2007 Rejected		
FY 2008 Cleared	FY 2008 Rejected		

Order #	453101135	Order #	453101436
Date Requested	2008-09-03 11:32:16	Date Requested	2008-09-15 09:28:28
Title:	Handbook of finance	Title:	Learning to Program with Alice
Volume:		Volume:	
Edition:		Edition:	
Any Edition OK?:	Yes	Any Edition OK?	No
Year:	2008	Vear:	2006
Author:	Fabozzi	lear.	Wanda Dana, Stanhan Casanar, Bandy Bayash
Format:	BookHardcopy or E-book	Author.	Wanda Dann, Stephen Cooper, Randy Pausch
Publisher:		Format:	BookHardcopy only
Place:	Hoboken, NJ	Publisher:	Pearson Prentice Hall
Price:	750.00	Place:	Upper Saddle River, NJ
Series:		Price:	
Copies:	1	Series:	
Requested By:	alfgren	Copies:	1
Requesters	alfgren@umbc.edu	Requested By:	Pat Garnett
Eor Department		Requesters E-mail:	pgarne1@umbc.edu
Priority Level:	Collection Building	For Department:	
Thong Level.	Original order submitted by D. Lamdin, this is a 3 vol set of naners and analysis better suited to the	Priority Level:	Rush
Remarks:	circulating collection, not a reference work.	Remarks:	needed for Fall 2008 CMSC 100 Marie desJardins
Disposition:	Out of MoneyApproved but Delayed	Disposition:	Approved, Ordered, and Now in Library
Disposition Notes:		Disposition Notes:	

Staff Interface



Monitoring Orders Awaiting Approval

DeptName 🔹	DateReqd - Rush -	Statu - Manual_Notice_Notes -	OrderID 👻	ReqName -
History	9/26/2008 2:25:40 PM Collection Building	1 9-26-08	453101955	Dan Ritschel
History	9/26/2008 9:32:20 PM Collection Building	1 9-29-08	453101958	Teresa Foster
Music	10/1/2008 9:17:37 AM Rush	1	453101974 1	tom lagana

Subject: Web Orders to Approve From: acq@umbc.edu Date: Mon, September 29, 2008 4:40 pm

To: bouton@umbc.edu

Hello

There is/are 2 order(s) in the web order system that need(s) your approval (these include 0 priority orders). Please log in to the system at http://aok.lib.umbc.edu/bookorder/bookapprove.php and click on "new" to review them. Thank you.

Best regards,

Acquisitions Albin O. Kuhn Library & Gallery University of Maryland, Baltimore County 1000 Hilltop Circle Baltimore, MD 21250

Phone: (410) 455-3021 Fax: (410) 455-1598 E-mail: <u>acq@umbc.edu</u>

Loading Collection Manager Requests

Dashboard > Library > Ho	ome > Departments > Acquisitions > BNA CM Load Procedure	Sear
LIMBC	Welcome <u>Michelle Flinchbaugh</u> <u>History</u> <u>Preferences</u> <u>Log</u>	<u>Dut</u> 🔒
Library Wiki	Library BNA CM Load Procedure	ģ
	Added by <u>Jennifer Fitch</u> , last edited by <u>Jennifer Fitch</u> on Jul 15, 2008 (<u>view change</u>)	
Search Library Website	Labels: (None) EDIT 1. Save the file received from BNA to your hard drive. Be sure to use a file name that clearly identifies the date range included in the file (so as not to inadvertently load the wrond data).	ng
 Library Wiki Committees 	2. Check BNA Excel file for missing data. Find missing titles by looking them up in CM by the BNA Accession Number. Fill missing data into the BNA file. Delete any blank rows fro bottom and top. Note the number of rows of data in the file. Do not forget to save the file if any changes have been made.	m the
> Departments	3. Open the Web Order System.	
> Forms		
避 Guidelines & Procedures Manual	4. Open the table "BNALoad" and delete any data from it.	
Library Documents	5. Under the External Data tab, click the excel button in the import hair of the screen. A window should open.	
😵 Site Map	6. Fill in the name of the file you saved by clicking browse. When this is done, choose "append a copy of the records to the table". Next select BNA Load in the text box that open OK	3. Click
Confluence Help	7. Check the "First Row Contains Column headings" box.	
Page Operations		
🙀 Browse Space	8. Click "Next." Then click "Finish."	
Add Content	9. Click yes, but not before making sure that the number of records matches the number of rows of data that you made note of earlier.	
	10. Re-open the "BNA Load" table in regular view. Delete blank records at the end of the table and note the number of records in the table. Check for and fill in any blank title fie up in CM using the accession number).	lds (loo
	11. Go to "Queries" and open "CM Update to Out Format" Query.	
	12. Click Yes	
	13. Insure the number of rows matches the number of records that were in the "BNA Load" table. If so, click Yes.	
	14. Open the query "BNA Load Append Query." Click yes (twice). Continue to make sure that the number of records matches your earlier numbers.	
	15. Run query "Find Null Authors and Update" and update all.	
	16. Open the requests table. Scroll down until you see the last CM order, and confirm the row number matches the number of records.	

🗟 Add Comment

Receive File From Excel File From BNA

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	A	В	С	D	E	F	G	Н	1	J	K	L	М
1	ACCESSI	TITLE	AUTHOR	PUBLISHER	ISBN	PUBL YEAR	SERIES	EDITI	NBR	ORIGINAL	CREATED DATE	FUND CODE	REQ BY
2	VN465575	The modern	Walsh, David.	Cambridge	0521898951	2008			001	90	9/23/2008 04:50:56 AM	PHIL	Philosophy
3	VN595649	Virtue	Napier,	Continuum /	0826497942	2008	Continuum		001	130	9/23/2008 04:50:56 AM	PHIL	Philosophy
4	VN442222	Oxford studies		Oxford	0199542988	2008	Oxford studies		001	100	9/23/2008 04:50:56 AM	PHIL	Philosophy
5	VN498244	The	Irwin, Terence.	Oxford	0199543275	2008	The		001	120	9/23/2008 04:50:56 AM	PHIL	Philosophy
6	VN348285	The book of	Gairdner,	McGill Queens	077353413X	2008			001	39.95	9/23/2008 04:50:56 AM	PHIL	Philosophy
7	VN503760	Hamiltonian	Audin, Michele.	American	082184413X	2008	SMF/AMS texts		001	55	9/23/2008 07:33:57 AM	MATH	Math
8	VN584191	An introduction	Xiong, Jie.	Oxford	0199219702	2008	Oxford		001	90	9/23/2008 07:41:35 AM	MATH	Math
9	VN284538	Geometric	Holm, Darryl D.	World Scientific	1848161956	2008			001	88	9/23/2008 07:42:26 AM	MATH	Math
10	VN284198	Geometric	Holm, Darryl D.	Imperial	1848161557	2008			001	68	9/23/2008 07:43:04 AM	MATH	Math
11	VN592291	Health		Hodder Arnold /	0340928905	2008	Topics in		001	39.95	9/23/2008 08:03:05 AM	PSYC	Psychology
12	VN489997	Neuroscience in	Clement, Gilles.	Springer Verlag	0387789499	2008			001	49.95	9/23/2008 08:03:05 AM	PSYC	Psychology
13	VL806278	A political and		Routledge /	1857433599	2008			001	210	9/29/2008 12:20:28 PM	REF	Reference
14	VN549515	The law	Penner, J. E	Oxford	0199218994	2008		13th	001	30	9/29/2008 12:20:28 PM	REF	Reference
15	VN583993	Interior design	Massey, Anne.	Thames &	0500203970	2008	World of art	3rd ed.	001	19.95	9/29/2008 12:20:28 PM	REF	Reference
16	VN342651	The		Sage	1412965802	2008			001	115	9/29/2008 12:20:28 PM	REF	Reference
17	VN600081	Food safety : a	Redman, Nina.	ABC CLIO	1598840487	2007	Contemporary	2nd	001	55	9/29/2008 12:20:28 PM	REF	Reference
18	VN410002	The		University of	0268023689	2008			001	39	9/29/2008 12:31:18 PM	HCST	HCST
19	VN356520	Science on the	LaFollette,	University of	0226467597	2008			001	27.5	9/29/2008 12:31:18 PM	HCST	HCST
20	VN435471	Physicists on	Bernstein,	Springer Verlag	0387765050	2008			001	34.95	9/29/2008 12:37:27 PM	HCST	HCST
21	VN528402	Cosmic imagery	Barrow, John D.	W W Norton &	0393061779	2008			001	39.95	9/29/2008 12:37:27 PM	HCST	HCST
22	VN560810	NASA/art : 50	Dean, James D.	Harry N Abrams	0810972875	2008			001	35	9/29/2008 12:37:27 PM	HCST	HCST

Open Web Order System, Delete Contents From Load Table, Import Excel File Into It

Load		- = X		
ACCESSION I TITLE AUTHOR (New)	PUBLISHER C ISBN PUBLISHER C	BLYEAR · SERIES CITA1 · Ge	t External Data - Excel Spreadsheet	
			Select the source and destination of the data	
			Specify the source of the data.	
			Elle name: H:\paily\Copy of NMBC Requests 23SEP-29SEP2008.xls	Browse
Microsoft Office Access	8		Specify how and where you want to store the data in the current database.	
You are about to delete 21 record(s). If you click Yes, you won't be able to undo this Delete operation. Are you sure you want to delete these records?			Import the source data into a new table in the current database. If the specified table does not exist, Access will create it. If the specified table already exists, Access might ov with the imported data. Changes made to the source data will not be reflected in the database.	erwrite its conte
			Append a copy of the records to the table: BNA Load	
			If the specified table exists, Access will add the records to the table. If the table does not exist, Access will cre to the source data will not be reflected in the database.	ate it. Changes
			Link to the data source by creating a linked table. Access will create a table that will maintain a link to the source data in Excel. Changes made to the source data	in Excel will be
			reflected in the linked table. However, the source data cannot be changed from within Access.	
				Car
(1 of 1 → H + 1 W No Filter Search 4 mm	2	,	OK	

Excel records are appended to the BNA Load table.

Imported Data

ID	-	ACCESSION I -	TITLE -	AUTHOR -	PUBLISHER C -	ISBN -	PUBLYEAR -	SERIES CITA1 -	EDITION STN -	NE
	2194	VN465575	The modern pr	Walsh, David.	Cambridge Uni	0521898951	2008			00
	2195	VN595649	Virtue epistem	Napier, Stephen.	Continuum / Co	0826497942	2008	Continuum stu		00
	2196	VN442222	Oxford studies		Oxford Univers	0199542988	2008	Oxford studies		0
	2197	VN498244	The developm	Irwin, Terence.	Oxford Univers	0199543275	2008	The developm		0
	2198	VN348285	The book of ab	Gairdner, William D	McGill Queens	077353413X	2008			0
	2199	VN503760	Hamiltonian sy	Audin, Michele.	American Math	082184413X	2008	SMF/AMS texts		0
	2200	VN584191	An introduction	Xiong, Jie.	Oxford Univers	0199219702	2008	Oxford graduat		0
	2201	VN284538	Geometric med	Holm, Darryl D.	World Scientifi	1848161956	2008			C
	2202	VN284198	Geometric med	Holm, Darryl D.	Imperial Colleg	1848161557	2008			C
	2203	VN592291	Health psychol		Hodder Arnold	0340928905	2008	Topics in applie		0
	2204	VN489997	Neuroscience i	Clement, Gilles.	Springer Verlag	0387789499	2008			C
	2205	VL806278	A political and		Routledge / Ta	1857433599	2008			C
	2206	VN549515	The law studer	Penner, J. E	Oxford Univers	0199218994	2008		13th	C
	2207	VN583993	Interior design	Massey, Anne.	Thames & Hud	0500203970	2008	World of art	3rd ed.	C
	2208	VN342651	The encyclope		Sage Publicatio	1412965802	2008			0
	2209	VN600081	Food safety : a	Redman, Nina.	ABC CLIO	1598840487	2007	Contemporary	2nd	C
	2210	VN410002	The extraterre		University of N	0268023689	2008			C
	2211	VN356520	Science on the	LaFollette, Marcel Chotk	University of C	0226467597	2008			C
	2212	VN435471	Physicists on W	Bernstein, Jeremy.	Springer Verlag	0387765050	2008			C
	2213	VN528402	Cosmic imager	Barrow, John D.	W W Norton &	0393061779	2008			C
	2214	VN560810	NASA/art: 50 y	Dean, James D.	Harry N Abram	0810972875	2008			C
	(New)									

Check for blank rows and missing data and fix.

┤Ⅲ

Manipulating Imported Data

CM U	odate to Our For	mat Query				
BN/	A Load * ID ACCESSI TITLE AUTHOF ▼					
4 📖						•
Field:	Status 💌	CREATED DATE	Format	Requestor	ApprovedBy	
Table:	BNA Load	BNA Load	BNA Load	BNA Load	BNA Load	
Update To:	8	Now()	"Book"	*Collection Manager*	163	
Criteria:		63		1000		
or:						
	 Image: A marked black 					
P2						

Run update query "CM Update to Our Format", which inputs Order Status 8, "Cleared in Acquisitions," Creates a created date of now, inputs the format "book," inputs the requestor as "Collection Manager," and inputs the approver as status 163, "BNA Load"

Append Imported Data to Requests Table



Glitch Fix

Find N	ull Authors and Update to				 x
Req	vests orderID ReqNam ReqEma Title				
•					+
	12			 	
E		15			-
Field:	Author			 	
Table:	Requests				
Update To:	·	- (e - e			
Criteria:	Is Null				
or					-
					-
					-
	4 m				
l					 -

Searches in our database don't find records with no author given, so an additional update query is run to find all null author fields and change them to "-----".

Setting Order Dispositions

Search the Order Database Instructions: All searching is for exact matches. If you want to keyword search, use the wildcard * at the beginning and end of what you enter. Example: Entering "Testing" in the title box linds all titles which include the word "testing".	Search Results Form Hold Database No.: 453101646 Status: ' Placed: 9/23/2008 8:59:47 AM Approved: Requested by Collection Manager ApprovedBy: 163	•
Title: *understanding government budgets* Author:	Fund Code: ECON ISBN: 0415990114 Title: Understanding government budgets : a practical guide / R. Mark Musell. Author: Musell, R. Mark. Place: Publisher: Routledge / Taylor & Francis Inc Edition: Year: 2009 Series: Volume: 001 Price: 125 Marker Remarks:	
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